CES Start and End Date Change Request Form

The CES Faculty Advisory Committee, which reports to Senate, has recommended that in very unusual circumstances exceptions may be made to the period during which CES forms may be completed by students. These exceptions are for special instances when student access to the CES is difficult and therefore the survey dates should be adjusted to enable completion of the survey.

For example, students who are on a field course may not have access to technology to complete the online survey until they return. The duration of the survey will not change (it is generally a period of time equivalent to one sixth of the course), however the dates may be changed to accommodate students. All other senate-mandated rules remain (e.g., students cannot complete the form after they have their final grades, results may not be submitted to the instructor before grades are in, etc).

Please do not request changes for personal reasons. Instructors who wish to have precise timing for a CES should place the activity in their syllabus and provide in-class time to complete the survey. Due to resource constraints, such manual changes to CES dates will be accommodated only for scenarios meeting the requirements above.

Each request will be reviewed, accepted/denied, and a record retained. You will be notified once a decision has been made. All approved requests will be reviewed annually by the CES Faculty Advisory Committee for consistency and appropriateness and to provide full accountability.

If you need to make a change to the start and end dates of the CES for a course, please complete the following:

1. Provide course code, CRN, instructor name and email

    _____

2. Provide reason for start and end date change request

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    _____

    _____

    _____

3. Current start and end dates _____

4. Requested start and end dates _____

5. Signature of the Chair or Director or Dean (***required***) _____

Once completed, <u>please send two weeks before the course start date</u> as an email attachment with an appropriate subject heading to ceshelp@uvic.ca (please note requests after this date cannot be accommodated).

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ceshelp@uvic.ca or 250-472-4799